



(509) 525-9140 • FAX (509) 525-9142 • www.valleytransit.com

1401 West Rose, Walla Walla, WA 99362

April 5, 2022

Dear Applicant:

We are seeking a Human Resources Manager to be responsible for a wide variety of professional-level human resources services.

This packet contains a job description, application, and a voluntary personal information form to complete. If you decide to apply, you will need to provide a complete work history and explain any gaps in employment.

Return your completed application and cover letter to our Main Office at the address above or by e-mail to briana@valleytransit.com. This position is open until closed with first consideration for applications received by April 29th. Successful applicants will be contacted to proceed to the next level in our hiring process.

The anticipated start date for this position is July 5, 2022.

Thank you for your interest in Valley Transit employment. We look forward to hearing from you.

Sincerely,

Briana Malmquist

Briana Malmquist
Human Resources Manager

VALLEY TRANSIT

Job Description for

Human Resources Manager

Department: Administration
Reports To: General Manager
FLSA Status: Exempt Salaried Employee

Summary

This position is responsible for a wide variety of human resources related activities and programs in an organization of approximately 60 employees. Activities include recruitment and selection, employee benefits, administration of various state and federal mandates, employee and labor relations activities, classification, compensation, human resources policies and procedures, HR Information Systems, and related duties that may be assigned. This position reports to and works closely with the General Manager. This position also works closely with department heads and other members of the Administration Department.

Essential Duties and Responsibilities

- Oversees recruitment and selection activities for Valley Transit (VT), plans and implements recruitment strategies, designs and administers selection processes, and administers the employment and orientation processes for new employees.
- Manages various programs to ensure compliance with various federal and state laws, including but not limited to FMLA, WFLA, EEO, Title VI and ADA.
- Oversees VT's employee benefits programs; advises the Deputy General Manager regarding benefit use, changes in laws or regulations, and needed benefit revisions; and works with insurance providers and regulatory agencies.
- Administers and maintains VT's classification and compensation systems, including conducting surveys; analyzing position classifications for accuracy; and recommending policy, system, and process changes to comply with VT's goals.
- Stays current with VT's human resources information system, ensuring that appropriate data and files are maintained.
- Conducts and assists with VT's employee training programs, which includes working with training specialists, external consultants, and trainers.
- Provides employee relations advice and recommendations to managers, supervisors, and employees regarding VT's policies and procedures.
- Administers and maintains VT's workers compensation program, including processing and monitoring of claims, coordinating efforts to utilize light duty assignments and/or return injured employees to work as quickly as possible, coordinates alternate duty assignments, maintains computer and paper files, and prepares reports as required or necessary.
- Provides direction and training to other staff that assists with human resources functions.

- Assists with labor relations activities, including preparation for negotiations and contract interpretation.
- Oversees employee wellness and morale programs and related activities.
- Works with the Deputy General Manager to ensure VT complies with Federal and State Labor and Employment Laws and Regulations.
- Administers Drug/Alcohol Policy, schedules and monitors drug/alcohol screenings in compliance with FTA regulations, maintains confidential records, documents compliance with Drug/Alcohol Testing Program, prepares annual drug/alcohol testing reports for Federal Transit Administration.
- Performs administrative and clerical support for department managers, attends Board of Director meetings as required, interacts with customers by phone and in person to provide customer information, receives complaints, comments, and compliments from the public, and refers same to department managers for investigation.
- Perform all safety and health responsibilities for Safety Committee members as detailed in the Public Transit Agency Safety Plan (PTASP).
- Serves as Valley Transit's Public Records Officer, first point of contact for Title VI and first point of contact for ADA.

Qualifications

Any equivalent combination of education and experience, which provides the knowledge, skills, and abilities required to perform the job.

- A bachelor's degree in human resource management, industrial relations, public administration, business administration, or a related field is preferred.
- A minimum of five years of increasingly responsible professional level experience in a human resources department, or an equivalent combination of education and experience.
- Experience in the public sector and a unionized environment is preferred.
- A valid Washington State Driver's License and a driving record acceptable to VT's insurance carrier.

Skills Needed

- Ability to maintain confidentiality of sensitive information and materials.
- Ability to read, interpret, explain and follow rules, regulations, policies and procedures.
- Ability to use computer and basic software programs such as Microsoft Office programs.
- Ability to use English, spelling, punctuation and grammar skills to communicate effectively with coworkers and the public.
- Ability to use, and knowledge of, modern office practices, procedures and protocol.
- Ability to make routine computations and tabulations with speed and accuracy.
- Ability to schedule and organize multiple projects.

Essential Functions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, hear and talk. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Wages & Benefits

Health insurance, vacation and sick leave hours are provided. Contributions are made each pay period to the Public Employees Retirement System (PERS). The starting wage on the salary schedule for this position is \$36.03. Wage is dependent on qualifications.

Valley Transit

**1401 West Rose
Walla Walla, WA 99362**

APPLICATION FOR EMPLOYMENT

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

Name _____ Date _____

Address _____
Street City State Zip

Telephone number _____ Email Address _____

Are you over 18 years old? Yes No

Are you authorized to work in the U.S. on an unrestricted basis? Yes No

How did you learn of this opening? _____

Have you worked here before? Yes No

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? Yes No

Can you perform these essential functions with or without reasonable accommodation? Yes No

Can you work in a unionized environment, where shifts are assigned based on seniority and may require working split shifts, any hours or any day? Yes No

Shift preferred _____ Part-Time _____ Full Time _____

Are you willing to work overtime as required? Yes No

EDUCATION	NAME & LOCATION OF SCHOOL		MAJOR	DIPLOMA/DEGREE
High School				
College/Univ.				
College/Univ.				
Other Training/Education				

In addition to your work history (reverse side), what other experiences, skills or qualifications would especially fit you for work with our company? _____

POSITION(S) APPLIED FOR 1. _____ 2. _____

Wage or salary desired? \$ _____ When can you start? _____

(OVER)

WORK HISTORYMay we contact your present employer? Yes No

(Include all work experience. Any gaps in employment should be explained on this form or by attaching a separate sheet of paper.)

Most Recent Employer	Address	Telephone
Date Started	Starting Position	
Date Left	Position on Leaving	
Name and Title of Supervisor		
Description of Duties	Reason for Leaving	
Previous Employer	Address	Telephone
Date Started	Starting Position	
Date Left	Position on Leaving	
Name and Title of Supervisor		
Description of Duties	Reason for Leaving	
Previous Employer	Address	Telephone
Date Started	Starting Position	
Date Left	Position on Leaving	
Name and Title of Supervisor		
Description of Duties	Reason for Leaving	
Previous Employer	Address	Telephone
Date Started	Starting Position	
Date Left	Position on Leaving	
Name and Title of Supervisor		
Description of Duties	Reason for Leaving	

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Company to make an investigation of any of the facts set forth in this application.

I understand that employment at this Company is "at will," which means that either I or the Company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Organization, other than the General Manager has any authority to alter the foregoing. I also understand that this application and all submitted attachments become the property of Valley Transit.

Date _____ Applicant's Signature _____ signed electronically



Applicant Voluntary EEO Self Identification Form

Valley Transit is an equal employment opportunity employer. Discrimination in employment is prohibited under Washington State Law, Title VII of the Civil Rights Act of 1974, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. As an equal employment opportunity employer, Valley Transit is committed to providing a work environment free from any form of discrimination.

For the purpose of effectively implementing Valley Transit's Equal Employment Opportunity Program, we would appreciate your assistance in providing the information listed below. This information will enable Valley Transit to evaluate its recruitment process in light of State and Federal equal employment opportunity laws.

Completion of this form is voluntary.

THIS FORM WILL BE SEPARATED FROM YOUR APPLICATION PACKET PRIOR TO THE APPLICATION SCREENING PROCESS.

Position applying for:

Date:

Name (First, MI, Last):

Gender: Male Female I do not wish to disclose this information

Definitions of race/ethnicity are on the next page (*as defined by the Equal Employment Opportunity Commission*).

Race/Ethnicity Identification Categories (choose one):

White/Caucasian

Black/African American

Native Hawaiian/Pacific Islander

Asian

Hispanic/Latino

American Indian/Alaskan Native

Two or more races

I do not wish to disclose this information

Definitions of Race/Ethnic Categories:

Hispanic or Latino: a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race

White or Caucasian: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Black or African American: A person having origins in any of the black racial groups of Africa

Native Hawaiian or Other Pacific Islander: A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

American Indian or Alaska Native (not Hispanic or Latino): a person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment

Two or More Races: All persons who identify with more than one of the above races